

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. *EO / DDA* *me* *1/17*
- 2.
3. *Cathy - FYI - m* *m* *1/17*
4. *K*
- 5.

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1981 O - 341-529 (120)

13 January 1983

83-0152

45-5

MEMORANDUM FOR: Chief, Logistics Services Division
Office of Logistics

Chief, Printing and Publications Division
Office of Logistics

FROM :
Administrative Officer, DCI

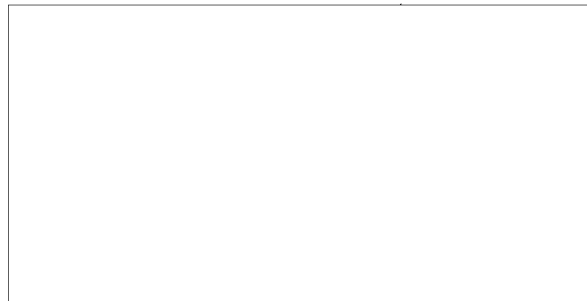
25X1

SUBJECT : Request for stocking of Agency Letterhead stationery

1. It was apparently determined in May 1981 that the Agency's Seal stationery (Tab A) would be used Agency-wide in place of the white bond paper with the black CIA letterhead at the top (Tab B). Unfortunately, the supply room has not yet begun to stock the Seal letterhead and, in fact, its last order for paper was for the black CIA letterhead version.

2. Since it is the hope of the Executive Secretary to standardize use of Seal stationery throughout the Agency, please arrange for the appropriate action to be taken to begin the stocking of Seal letterhead paper and the discontinuance of the stocking of black CIA letterhead paper. (Naturally, we would expect the remaining letterhead paper being phased out to be used until the supply is exhausted.)

3. Thank you for your assistance.



25X1

Distribution:

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